## **Guilford eLearning University Prep 6-8**

The purpose of this document is to assist the student in selecting course requests for the following school year in their PowerSchool student portal account.

1. Login to NCEdCloud > Access HB-SIS Student - LEA 410 > Choose Class Registration

The list of course subjects available will appear on the screen.

 Click the pencil icon to the right of the course subject. Courses associated with the subject will appear. Choose the course(s) required by clicking the box next to the course(s) name. Click OK.

Navigation Grades and Attendance	Welcome to the Student must choose 1 Langua	Jackson Middle Class Registration System for 2015-20 gr An, 1 Math, 1 Science, 1 Social Studies, 1 PE, end 2 encore courses Ver course regards	16 : Alston, Jane Mary	Repeat the process for all subjects.									
Grade History	Language Arts Math	Click the edit button to request a course +9 Click the edit button to request a course +9	21	After clicking pencil	٦,	Langua	ge Arts	_	_		_		×
Email Notification	Science	Click the edit button to request a course =	21	icon:		6	Course Name	Number	Credit	Prerequisite Note		Alerts	•
Comments School Bulletin	Social Studies Physical Education	Click the edit button to request a course +9 Click the edit button to request a course +9	©!	A		~	LANGUAGE ARTS ADVANCED	10582Y 0Y0A	0	~			
Registration My Calendars	Encore	Click the edit button to request a course ⇒	21	Any teacher			GRADE 8	1058AY	0				
School Information	Requer	ean o creat hours.	Subme	he seen in the alert	H	0	LANGUAGE	10582Y	0				
				column.		🗸 Υοι	I may select 1 course.	<pre> &lt;&lt; fi . You have sele </pre>	rst < prev	1 next > last >> urse.	Can	icel Oka	y

 Once courses have been chosen for all subjects, click submit. The list of your course requests will appear and the counselor at the school can now view the requests.

Attendance					
Test Results	Crs Num	Course	Туре	Cr Hrs Prerequisite Notes	
	1. 10582Y0Y0A	LANGUAGE ARTS ADVANCED GRADE 8	Required	0.00	
् Grade History	2. 20082Y0Y00	MATH GRADE 8	Required	0.00	
2	3. 30082Y0S00	SCIENCE GRADE 8	Required	0.00	
Attendance History	4. 4008AY0Y0E	SOCIAL STUDIES GRADE 8	Required	0.00	
Email	5. 60482Y0X00	PE/HEALTH GRADE 8 A/B DAY	Required	0.00	
Notification	6. 11412YAX00	SPANISH IA A/B DAY	Elective	0.50	
Teacher	7. 54082Y0X00	ART GRADE 8 A/B DAY	Elective	0.00	
Comments	Total Credit Hours Requ	lested		0.50	

If 'Submit' is clicked before the number of courses required are chosen, an error message appears.



Close the error message and the system will return to the first screen. Follow the steps above until the appropriate amount of courses are chosen.

